

Cheyney University Policy Number AA-2010-1074

Policy on Sick Leave

Approved by: Academic Affairs Council/President's Cabinet

History: Issued -- 3-17,-2010

Related Policies: See ABSCUF Collective Bargaining Agreement

Additional References: n/a

Accrual Sick leave shall be cumulative from year to year.

A regular full-time Faculty Member shall accrue sick leave at the rate of fifteen (15) days for each academic year of service in accordance with current practice.

Full-time temporary Faculty Members employed for one (1) academic semester shall accrue seven and one-half (7 1/2) days of sick leave and full-time temporary Faculty Members employed for one (1) academic year shall accrue fifteen (15) days of sick leave.

A regular part-time Faculty Member shall accrue sick leave on a pro-rated basis according to the percentage of the standard workload assigned for the academic year.

Part-time temporary Faculty Members shall accrue one (1) day of sick leave per semester.

Sick leave with full pay to the total amount accumulated, but not to exceed the maximum allowed by law in a calendar year, may be granted to a Faculty Member for his/her personal illness or accident. The provisions of this Article shall not preclude the granting of additional sick leave by administrative action in accordance with applicable law.

A Faculty Member shall be credited with paid sick leave while on sabbatical in accordance with the following schedule:

- a. 7 1/2 days shall be credited for a sabbatical leave with half pay for a full academic year or a sabbatical leave with full pay for one semester.
- b. 15 days shall be credited for a sabbatical leave with full pay for the entire academic year.

Usage

Sick leave to the maximum permitted by law (in any one (1) calendar year) shall be granted by management to a faculty member, and shall be charged to the faculty member for any absence related to the faculty member own personal illness or accident which occurs while the faculty member is in an active pay status. Sick leave usage shall be charged for each day of absence in a week during which the faculty member is in an active pay status on the basis of a five (5) day week, regardless of a faculty member's work schedule in that week except for part-time faculty members as identified in subsection 2 below. Sundays, holidays and vacation periods shall not be charged to sick leave.

A full-time faculty member who is absent for a partial day shall be charged one-half (1/2) day of sick leave. A part-time faculty member shall be charged one-half (1/2) day of sick leave for absences on days where he/she is scheduled to teach one (1) class and a full day of sick leave for absences when two (2) or more classes are scheduled to be taught.

No sick leave shall be used if the reason for the requested sick leave is an accidental injury which occurred while the faculty member was engaged in remunerative work unrelated to University duties. A physician's statement may be required for absences of three (3) or more consecutive days because of illness, or in situations where, in the opinion of the faculty member's appropriate Dean or other appropriate management personnel, sick leave is being abused. Faculty members may use accumulated sick leave while working on a summer school contract in accordance with the following policy:

A faculty member who becomes ill after beginning summer classes may use accumulated sick leave if he or she has not yet used more than the maximum number of days allowed by law in the current calendar year.

A faculty member who is contracted to teach summer school and cannot report for work in accordance with the terms of the contract because of illness shall be permitted to use accumulated sick leave for the duration of the contracted session; provided that the faculty member submits proof of illness or disability in the form of a physician's certificate which shall be submitted prior to the start of the summer session if possible, and which shall state a prognosis and expected date of return; and provided further that the University may require the faculty member to be examined by a physician of the University's choice. If the physician chosen by the University determines that the illness or disability will not prevent the faculty member from fulfilling his/her contract duties and responsibilities, no sick leave shall be granted.

A regular faculty member who notifies the appropriate supervisor of a reasonable delay in reporting for the beginning of summer employment may be granted paid sick leave for the period of absence.

Temporary faculty appointed for summer school are not entitled to receive pay for periods of absence due to illness.

Sick leave of one (1) week or less for Academic faculty members may, at the discretion of the President or his/her designee, require that classes be covered by colleagues of the faculty member. For a sick leave period of more than one (1) week, the affected classes shall be covered, at the discretion of the President or his/her designee, either by hiring a temporary faculty member or by assigning classes to another faculty member. In this latter situation, overload, in accordance with Article 25, OVERLOAD, shall be paid to the extent the assignment exceeds the maximum teaching load provided in this Agreement.

In accordance with Act 182, whenever a faculty member shall be absent from duty because of a death in the immediate family of said faculty member, there shall be no deduction in salary of said faculty member for an absence not in excess of three (3) days. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, domestic partner, or parent-in-law. Also included shall be any near relative who resides in the same household or any person with whom the faculty member has made his/her home. In addition, a faculty member may use up to two (2) days of sick leave for this purpose. The actual days to be granted shall be such as will accommodate the

reasonable needs of the faculty member involved, and it is expected that his/her classes or other responsibilities will be covered by his/her colleagues.

Where sickness in the immediate family requires the faculty member's absence from work, faculty members may use not more than five (5) days of sick leave entitlement in each calendar year for that purpose. Unless granted an exception by the President or his/her designee, immediate family is defined as the husband, wife, domestic partner, child, or parent, of the faculty member or child of the faculty member's domestic partner. The University may require proof of such family sickness in accordance the CBA.

Sick Leave Bank

A sick leave bank shall be established at each University. All faculty members who have earned a minimum of 315 days of sick leave shall be required to contribute one (1) day of sick leave each year to a sick leave bank. Should the sick leave bank be depleted, faculty members may contribute unused sick leave on a voluntary basis.

Faculty members who have exhausted all accumulated, paid leave and personal days may submit a request to local APSCUF to use days from the University sick leave bank up to the maximum allowed by law in one (1) calendar year.

The sick leave bank will be administered by local APSCUF which shall notify the University of any faculty member who has received approval to withdraw paid sick leave from the bank and the number of days approved. Local APSCUF shall provide the University with a report of all sick leave bank activity at the end of each academic year.

Reporting Sick Leave

Except for emergencies, all requests for sick leave which can be anticipated (hospitalizations, surgical procedures, etc.) shall be submitted in advance. The request shall be on a signed leave form which identifies the faculty member and the period of absence. The request shall be submitted to the appropriate Dean, or other appropriate management personnel, who shall indicate his/her approval or disapproval and return a signed copy of the request to the faculty member.

When a faculty member experiences an emergency illness, it is incumbent on the faculty member to notify the appropriate Dean or other appropriate management personnel in a timely fashion. The University personnel office shall maintain the official leave record of faculty members in accordance with the provisions of Article 13 of the APSCUF CBA (Personnel Files) and shall make periodic adjustments as appropriate to insure credit/usage records.

Payment for Sick Leave on Retirement

A faculty member who retires shall be paid for his/her unused sick leave, in accordance with the schedule set forth in section below.

Upon retirement from the STATE SYSTEM/UNIVERSITIES, the following payment schedule shall apply:

| DAYS ACCUMULATED | DAYS PAID |
|------------------|-----------|
| 10 to 74 days | 10 |
| 75 to 149 days | 20 |
| 150 to 224 days | 30 |
| 225 to 299 days | 40 |
| 300 and over | 50 |

Eligibility for payment under the section shall be retirement at age sixty (60) or above with five (5) years of Commonwealth or PASSHE system service as a faculty member.

Disability retirement under the State Employees' Retirement System shall be considered disability retirement if the retiree meets the same disability retirement standards used by the State Employees' Retirement System.

Retirement under age sixty (60) with at least twenty-five (25) years of Commonwealth or PASSHE System service may include periods of service in other than faculty positions.

If a faculty member dies while in active service, unused sick leave shall be paid in accordance with Section E.2. above to the designated beneficiaries of the deceased faculty member provided the faculty member would have been eligible under Section 3.a. above or the faculty member had seven (7) full years of Commonwealth or PASSHE System service. In the event of a work-related death, fifty (50) days of unused sick leave shall be paid to the designated beneficiaries, regardless of the age or number of years of service of the faculty member.

No payment herein shall be construed to add to the credited service of the retiring faculty member or to the retirement covered compensation of the member.

Payment for unused sick leave shall be at the rate of pay of the faculty member on the date of retirement or death.